

LIBRARY SUPERVISOR II

NATURE OF WORK

This is supervisory work managing and coordinating the activities of a neighborhood branch library.

Work involves responsibility for the application of professional library principles and procedures to a variety of branch library operations. This is professional work requiring technical skill and knowledge in the field of library science. Work is performed under general supervision with employees exercising independent judgment in the disposition of routine branch work matters. Work decisions are made in accordance with departmental policies and procedures. Work may include assisting customers with research; evaluating and selecting materials; supervising library services for children and adults; supervising and training branch personnel. Supervision is received from a professional or an administrative supervisor with work being reviewed through observation of performance, conferences and regular reports. Supervision is exercised over paraprofessional and/or unclassified personnel.

EXAMPLES OF WORK PERFORMED

Manages daily operation of neighborhood branch library including overseeing condition of the building and operation of equipment to insure the safety and convenience of customers and staff; applies and implements library principles and policies.

Supervises staff in providing library services including effective scheduling of branch personnel; evaluates performance; interviews and selects job applicants; instructs and trains staff in providing library service according to professional library guidelines.

Maintains contact with outside agencies such as neighborhood groups, civic groups, community center boards and neighborhood schools in relation to library services.

Selects adult and children's books and other materials for purchase based on branch collection evaluation and customer needs.

Provides library education for customers such as bibliographic instruction or branch tours; interprets elements in bibliographic records to library customers.

Evaluates and interprets customers' questions; determines scope and nature of such questions and decides on appropriate library resources for response.

Provides training for staff and customers in the use of library reference tools such as public access catalogs, indexes, almanacs, directories, bibliographies, encyclopedias, etc.

Supervises the implementation of annual children's summer reading program in branch library.

Provides children's or adults' readers advisory services; acts as resource person in adult or children's literature; evaluates adult or children's library materials to determine if they should be retained or

discarded in accordance with branch collection development policies such as currency, accuracy, coverage and collection balance.

Applies on-line circulation system procedures to enhance service to customers, including placing holds, registering borrowers, and circulating and routing materials.

Deals with user complaints and answers staff questions about procedural difficulties and policies.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of library circulation policies and procedures.

Knowledge of professional library practices for supervision of a neighborhood branch library.

Knowledge of the role of the library as an educational and information agency.

Knowledge of the current practices and issues of librarianship such as censorship, right to privacy and freedom of information.

Knowledge of the history and philosophy of public libraries.

Knowledge of research materials and information sources.

Knowledge of principles of administration and organization of libraries.

Knowledge of the theories of creating, collecting, organizing, accessing and preserving information for use.

Knowledge of nonfiction and fiction categories for children and adults.

Ability to plan, organize, supervise, assign and evaluate the work of employees.

Ability to establish and maintain effective working relationships with coworkers and to deal with the general public in a tactful and courteous manner.

Ability to assist the customer in locating and interpreting desired information.

Ability to identify problems or trends that may arise in the library and make recommendations for their solutions.

Ability to identify and interpret elements in bibliographic records.

Ability to communicate effectively both orally and in writing.

Ability to organize work and follow through with assignments.

Ability to interpret rules, regulations and policies, and to make decisions in accordance with established precedent.

Ability to perform basic climbing, reaching and lifting in order to lift, move and retrieve materials.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Master's degree in an ALA-accredited library science program and experience working in a library setting or experience in a supervisory or training capacity.

Eligible for Nebraska Public Librarian Certification — Level V.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's degree in an ALA-accredited library science program; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved By: _____
Department Head

Personnel Director

9/91

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